



**GREYSTONE
COLLEGE**
PART OF THE ILSC EDUCATION GROUP

CO-OPERATIVE EDUCATION (WORK & STUDY) PROGRAMS

- Focused career skill development to help you succeed in the workplace
- Learn important workplace communication and relationship skills that will make you employable in any field
- Receive a diploma from a Canadian Career College and gain recognized industry qualifications
- Prepare for your co-op placement with a 4-week Work Placement Skills class taught by industry experts
- Put your learning into practice in co-op positions related to your studies and add valuable Canadian work experience to your resume

BUSINESS PROGRAMS

NEW!

DIPLOMA IN OFFICE ADMINISTRATION CO-OP*

FOR STUDENTS WHO

Want to build skills for entry level customer service oriented administrative positions in office environments.

CAREER FUTURES

- Administration Assistant
- Data Entry Operator
- Receptionist

KEY SKILLS YOU'LL LEARN

- Workplace communication
- Using industry-standard software for creating documents and spreadsheets
- How to handle all aspects of customer service
- Workplace organizing, including setting priorities, office mail handling and distribution and more
- Using and maintaining standard business technology

NEW!

DIPLOMA IN ADMINISTRATION IN BUSINESS CO-OP

FOR STUDENTS WHO

Want to build skills for customer service oriented administrative positions in office environments that involve a higher degree of skill and knowledge.

CAREER FUTURES

- Customer Service Advisor
- Receptionist / Secretary
- Administration Coordinator

KEY SKILLS YOU'LL LEARN

- Effective workplace relationship skills
- Organizing work priorities
- Writing business documents
- All aspects of customer relationship management
- Team building skills
- How to design and create business documents using industry-standard software

NEW!

DIPLOMA IN INTERNATIONAL BUSINESS MANAGEMENT CO-OP**

FOR STUDENTS WHO

Want to develop managerial skills and a global business perspective to secure work in international business environments or with international clients or colleagues.

CAREER FUTURES

- Banking
- Marketing / Marketing Research
- Human Resources
- International Trade / Logistics

KEY SKILLS YOU'LL LEARN

- Business in the global context
- Marketing planning and execution
- How groups and individual behaviour works within organizations
- Communication in business and cross-cultural environments
- The management process including planning, organizing, directing, and controlling organizational activities
- Basics of contract law, and legal terminology

TOURISM & HOSPITALITY PROGRAMS

NEW!

DIPLOMA IN CUSTOMER SERVICE CO-OP*

FOR STUDENTS WHO

Want to build skills for entry level customer service oriented positions in the tourism and hospitality industry.

CAREER FUTURES

- Front Desk
- Food and Beverage positions
- Retail

KEY SKILLS YOU'LL LEARN

- Workplace communication
- Using industry-standard software for creating documents and spreadsheets
- Customer service skills including dealing with customer complaints and challenges
- Hospitality and tourism industry basics

DIPLOMA IN TOURISM & HOSPITALITY MANAGEMENT CO-OP

FOR STUDENTS WHO

Want to develop a comprehensive skill set for future work in the international tourism and hospitality industry.

CAREER FUTURES

- Guest Services Agent
- Event Coordinator
- Room Attendant
- Human Resources Coordinator

KEY SKILLS YOU'LL LEARN

- Management skills for different key industry areas including international hotels, technology, human resources and more
- Accounting
- Sales and marketing for the industry
- Food and beverage service
- Front office operations
- Housekeeping management

*The Diploma in Office Administration Co-op and the Diploma in Customer Service Co-op share the same first 3 core units. Students interested in diversifying their skillset can complete both programs in 72 weeks and receive 2 qualifications! (Total combined program length includes: 36 weeks academic study + 36 weeks paid work experience + 2 weeks academic study (post placement feedback)).

Interested in continuing your business studies? Complete two more certificates and earn Greystone College's Advanced Diploma in Business Administration. The Advanced Diploma has a 12-week **Volunteer Work Experience option.

B - ILSC BEGINNER LEVEL
I - ILSC INTERMEDIATE LEVEL
A - ILSC ADVANCED LEVEL

GRADUATE AND START YOUR EXCITING CAREER!